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Board of Trustees Meeting Minutes 1994-04-08

Bowling Green State University

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MINUTES
Board of Trustees
Bowling Green State University
April 8, 1994

Notice having been given in accordance with the Board of Trustees Bylaws, the following members met in the East Lounge of the East Building, Firelands Campus on April 8, 1994: John C. Mahaney, Jr., Chair; C. Ellen Connally, Vice Chair; David A. Bryan; Jodi Chappell; Alvin Heard; John A. Laskey; Delbert L. Latta; G. Ray Medlin; Valerie L. Newell; Thomas W. Noe; and Kermit F. Stroh.

Also present were President Paul J. Olscamp; Lester E. Barber, Executive Assistant to the President and Secretary to the Board; Benjamin Muego, 1993-94 Faculty Representative to the Board; Jason Jackson, 1993-94 Undergraduate Student Representative to the Board; Anupam Trivedi, 1993-94 Graduate Student Representative to the Board; Robert Kreienkamp, 1993-94 Classified Staff Representative to the Board; Ron Zwierlein, Interim Vice President for Student Affairs; Robert L. Martin, Vice President for Operations; Philip R. Mason, Vice President for University Relations; Gaylyn J. Finn, Treasurer; media representatives; and a number of observers.

Chair Mahaney called the meeting to order at 10:05 a.m.; the Board Secretary called the roll and announced that a quorum was present (nine Trustees).

MINUTES

Motion was made by Mr. Bryan and seconded by Judge Connally that the minutes of the meeting of February 11, 1994, be approved as written. The motion carried.

PRESIDENT'S REPORT

As always it is a pleasure to have the Board of Trustees meeting here on the Firelands Campus, and I would like to take this opportunity to thank Dean Williams and his dedicated staff for their fine hospitality.

BG City Update on Board Motions of February 11

Relative to your February 11 motion concerning railroad crossings in Bowling Green, Mayor Hoffman reports the following progress. Conrail has already installed lights and gates at the Newton Rd crossing; Reed St. will receive lights and gates sometime this year; Lehman St. will be next (it already has lights, but gates will be added, probably this year). That leaves only three unmarked streets in Bowling Green (all with very low usage), and the city is looking at options for getting something done there. On behalf of the Board, the faculty, and staff, we extend a special thanks to Mayor Hoffman and the City of Bowling Green for their quick response and concern.

My special thanks to the Student Affairs staff and Ron Zwierlein in particular for working with the family of the student who lost his life at the Pike St. crossing this winter. I am sure you all know that our Student Affairs staff does a fantastic job in their efforts to help families cope with emergency situations.

Concerning your February 11 motion relative to approving the experimental availability of Student Health Center services for student spouses, we were able to implement this decision this year—instead of having to wait until 1994-95 as we had originally thought would be necessary.

Administrative Staff Council - Classified Staff Council

I would like to recognize the 15th Anniversary of the Classified Staff Council and the 10th Anniversary of the Administrative Staff Council. Congratulations to each group! On behalf of the Board, the faculty, staff and students, thank you for your many contributions to the betterment of BGSU/Firelands. Your input has been invaluable as decisions have been made concerning our role and mission and our efforts to reach even higher levels of overall academic excellence at Bowling Green State University. Bob and Greg, we appreciate the fine
job you have done this year in representing the classified and administrative staff and we are grateful to all those officers who have preceded you. Thanks to all members of the organizations.

New Undergraduate Student Government President

I understand that Ms. Jennifer Mathe, the new President-Elect of the Undergraduate Student Government is here. Welcome Jennifer! We look forward to working with you. I know that Jason plans to introduce you later in the meeting, and I look forward to discussions with you in the very near future.

BGSU Radio Station WFAL Among Nation's Top Five

The National Association of College Broadcasters has chosen BGSU radio station WFAL as one of the top five college radio stations in the nation, out of over 1,000 such stations. Stations were evaluated on the basis of several criteria, including general station management, production, promotion, format, campus service and commercial sales. Begun in 1970, the station provides broadcasting experience to students while at the same time providing entertainment and information to the campus community.

Five-Year Accreditation Construction Management and Technology Program.

The American Council for Construction Education (ACCE) Board of Trustees granted a full five-year accreditation of the Construction Management and Technology Program at Bowling Green State University at its February meeting. BGSU is now the 44th university with ACCE accreditation.

Ethnic Studies Department

The Ethnic Studies Department was honored by the Northwest Ohio Black Media Association at its 1994 Impact Awards Luncheon on March 26. BGSU is the only university in this region with an Ethnic Studies Department, and the association was impressed with the impact the department has had on students and the community. The Association said it looks at the department as a trailblazer, an example of what other schools should be doing.

BGSU's Cooperative Education Program

Susan Young, coordinator of BGSU's Cooperative Education Program, has been named to the governing boards of two national student exchange programs. She was elected the central region representative to the National Student Exchange Council, and to the National Liaison Advisory Board of the Washington Center internship program.

Fall Semester, 1994 Admissions Update

To date, we have received 8,454 applications from freshmen seeking admission to the 1994 Fall Semester. This represents a decrease of 340 or -3.87%. Transfer applications number 506, which is an increase of 6 or 1.20%. All comparisons are made with application statistics from the previous year for the same general time period.

Applications have been received from 83 National Merit Semifinalists and Finalists compared to 60 last year. This represents an increase of 38.33%.

Summer Registration Update

As of March 20, 1994, 2,643 registrations have been received for both campuses for the Summer Term, 1994. Compared to the March 16, 1993 figures of 1,798, this is an increase of 845.

Graduate Admissions

A total of 3,391 new graduate applications was received for the reporting period of October 1, 1993 through February 28, 1994. This represents an increase of 4.5%, or 146 applications more than the same reporting period in fiscal year 1993. Within the two major application categories, a total of 2,688 applications was
received for degree programs. This indicates an increase of 22 or 1% while applications for non-degree programs (703) increased by 124 or 21%.

Firelands Registration

Fall Semester 1994 admissions figures for Firelands College are very encouraging at this point in time. According to the March 26 Office of Admissions Statistical Report, admitted/pending totals for both freshmen and transfer students are ahead of last year. 226 students fall into these categories compared to 211 for fall 1993, an increase of 7%.

Financial Aid

On March 22, the Financial Aid and Student Employment Office produced its first 1994 financial aid packages and award letters to 3,244 students. All of the students had submitted their Free Application for Federal Student Aid form to the federal processor by the March 15 deadline. It is my understanding that we are among the first, if not the first, of the state schools to produce and mail this volume of awards. The awardees included 1,535 students who will be freshmen next fall, 1,623 continuing students and 96 graduate students. Our special thanks to the staff of the Financial Aid Office for this fantastic effort.

Honorary Degrees

Professor Sun Tian yi, President of the Xi'an Foreign Languages University, Xi'an, China, received an honorary doctor of Higher Education Administration degree at a March 14 dinner during his recent visit to BGSU. He first visited Bowling Green in 1982 to help establish a faculty exchange program that has since sent more than 30 Bowling Green faculty or staff to teach in the Xi'an Foreign Languages University English Department. Nearly as many Chinese teachers from that institute have come to BGSU to work and study.

Dr. William Julius Wilson presented the Hollis Moore Lecture on April 5. Dr. Wilson is the Lucy Flower University Professor of Sociology and Public Policy and Director of the Center for the Study of Urban Equality at the University of Chicago. A 1961 graduate of BGSU with a master's degree in sociology, Dr. Wilson has received world-wide acclaim for his scholarship and teaching. He was presented with the honorary Doctor of Humane Letters degree following his lecture.

Recycling Program

The University's goal of reducing landfill waste by 25% is on target thanks to the Recycling Program. What started as a volunteer program in 1986, is now a permanent function of the Operations area of the University. It has its own budget and a full-time coordinator and has done an excellent job of diverting waste materials away from the landfill. The benefits are far-reaching. Currently, an average of 13-15 tons of recyclables is in the University's waste system and much of that is being recovered. Cooperation of staff and students, as well as creative program development and direction, have helped the Recycling Program to be successful.

Firelands

This has been Firelands College's 25th anniversary and it has been a memorable one, beginning in August when Dr. Darby Williams became Dean of the College. In September a special convocation was held to honor and recognize the anniversary and Firelands' contributions to the community, and it was attended by more than 200 friends and guests. The following day the campus was opened for a Family Fun Day that attracted more than 2,000 people from Erie, Ottawa and Huron counties. It's also been a year when many main campus-based groups have held meetings at Firelands. These include Faculty Senate, Classified Staff, Administrative Staff and the Alumni Board of Trustees.

Also, for the first time ever, Firelands was part of the annual Telefund campaign, which helped Firelands College meet its 25th anniversary fund-raising goal. To date, $154,500 in cash, $18,100 in gifts-in-kind, and $84,000 in pledges from alumni and friends have been contributed.

The 25th anniversary year has also included the creation of a Firelands College seat on Undergraduate Student Government; the inauguration of the Bettcher Industries Seminar series (for which I was privileged to be the
initial speaker); a regional Workplace Safety Seminar through the Office for Personal and Professional and Development; a Lake Erie Regional Studies program that included a special bird-watching event; as well as various music concerts and art exhibits. All of these, and more, have helped continue Firelands’ tradition of offering community residents a variety of educational, cultural and enter-tainment events.

Some of the upcoming events include the annual Recognition Banquet on April 22; the May 13th presentation of “Women of the Calabash” at the Sandusky Theatre to support the Minorities in Education Program, and the dedication of the new Visitors Center in the James H. McBride Arboretum on May 15th.

Commencements

The Firelands Commencement will be held Friday evening, May 7th and Cuyahoga County Prosecutor, Stephanie Tubbs Jones, will be the speaker. Prior to becoming Prosecutor, Ms. Jones spent a decade as a Judge of both the Common Pleas and Municipal Courts. She was elected to the Cleveland Municipal Court in 1981, and appointed to the Court of Common Pleas of Cuyahoga County in April, 1983, the first African-American woman to serve on that court in the State of Ohio.

The Main Campus Spring Commencement will Saturday, May 7, 10 a.m. at Doyt Perry Stadium. Mr. Scott Hamilton, Olympic Gold Medalist Ice Skater will be the commencement speaker and will receive an honorary doctor of performing arts degree. Dr. Jason Steven Cohen, Managing Director of New York Shakespeare Festival and a BGSU alum, will also receive an honorary doctor of performing arts degree.

Accomplished Graduates

The Alumni Association is pleased to honor the individuals chosen to represent the Graduate College as Accomplished Graduates for 1994. They will also be honored at the exercises on May 7. These men and women have distinguished themselves in their various career fields. Many nominations were received and the award recipients represent alumni from various graduation years, departments, geographical regions and occupations. A committee, formed by the Graduate College, had a very challenging task narrowing the pool of applicants to the Accomplished Graduates. Congratulations to these individuals and to alumni everywhere. Our alumni are the foundation for Bowling Green State University's great success and excellent academic reputation.

PERSONNEL/FACILITIES COMMITTEE

Mr. Medlin reported that the Committee met on Thursday afternoon and reviewed four action items.

Proposed Improvement Projects

Mr. Medlin reported that two proposed improvement projects were recommended to the Finance Committee.

Proposed Family and Medical Leave Act Policy for Administrative and Classified Staff

No. 27-94 Mr. Medlin moved and Mr. Noe seconded that approval be given to the proposed Family and Medical Leave Act Policy for administrative and classified staff. The motion was approved with no negative votes.

FAMILY AND MEDICAL LEAVE ACT (FMLA) POLICY FOR ADMINISTRATIVE AND CLASSIFIED STAFF

Bowling Green State University understands the importance of family issues in today's work force. The University also recognizes that more of its employees than ever face conflicting demands of family obligations and work. Because employees may find it necessary to take leave from their jobs for a temporary period to address certain family responsibilities or their own serious health conditions, and in order to comply with the Family and Medical Leave Act of 1993 (FMLA), the University hereby establishes its parental leave and family and medical leave policy (hereafter referred to as FMLA leave).
1. General

a. Covered Leave. The University will grant an eligible employee unpaid FMLA leave for up to 12 work weeks during a 12-month period, if the procedures in this policy are followed and leave is requested for the following reasons:

(1) The birth or adoption of a child, or the foster care placement of a child.

(2) To care for a "family member" of the employee if that individual has a serious health condition.

(3) A serious health condition of the employee renders the individual unable to perform his or her job functions.

Employees are limited to a maximum of 12 weeks unpaid FMLA leave for any of these purposes. An employee cannot take 12 weeks parental leave and 12 weeks sick leave during the same 12-month period. If the FMLA leave is for birth, adoption, or foster care placement, the leave must be completed within 12 months of the date of birth or placement.

b. The 12-Month Period. Available leave will be calculated by determining the amount of FMLA leave used by an employee for the 12 months prior to each day for which FMLA leave is requested under this policy and subtracting that number from the total number of days equal to 12 workweeks. Employees will be advised, when requesting leave, of the amount of FMLA time they have available.

c. Spousal Exception. If a husband and wife both work for the University, and are eligible for FMLA leave, they are entitled to a combined 12 work weeks of leave taken for birth, adoption, foster care, and to care for a parent. The 12 weeks will be calculated in the same manner as leave for an individual employee.

d. State Law and University Policy. All of the same procedures will apply to leaves under state law and University policy that are longer than 12 weeks (medical, disability, maternity). Leave under state law will run concurrently with leave under this policy. The University will comply with both federal and state law, as well as University policy regarding these leaves.

e. Intermittent Leave. An employee taking leave for personal illness or to take care of a sick family member need not take such leave continuously and may take it on an intermittent basis, or by reducing the employee's scheduled work hours, if the employee provides certification from the health care provider caring for the employee and/or family member that leave must be taken in that manner. If leave is not taken continuously, it will be deducted from the employee's entitlement to FMLA leave, i.e., 12 weeks during a 12-month period, in increments of one hour.

f. Part-Time After Birth, Adoption or Foster Care Placement. Requests for intermittent or reduced (part-time) leave after the birth, adoption or foster care placement of a child will be considered on a case-by-case basis. The request should be made through the immediate supervisor to the Office of Personnel Services. As a general rule, part-time arrangements or intermittent leave will be granted:

(1) For a maximum of twelve months after birth, adoption or foster care;

(2) For leaves in increments of four hours or one day (such as five four-hour days or three eight-hour days);

(3) Subject to the ability of the employee's immediate supervisor to ensure that work is completed through scheduling changes or job-sharing;

(4) Subject to the immediate supervisor's consent to alter schedules or work longer hours on an emergency basis, such as when other employees are out sick.

The University reserves the right to refuse leave, or to cancel any such arrangement on 30 days notice, if the University concludes that the needs of the University require the employee's presence on a full-time basis.
2. Definitions

a. "Family Member". A family member is defined in FMLA and the policy to include the employee's spouse, son, daughter or parent (but not a parent "in-law"). A "son" or "daughter" is any child under 18 who is the biological child of the employee, who is adopted by the employee, or whom the employee supervises on a day to day basis and for whom the employee is financially responsible. A "son" or "daughter" is also a child over 18 who is incapable of self-care because of a mental or physical disability. A "parent" is any individual who assumed day to day and financial responsibility for the employee when the employee was a child.

b. "Serious Health Condition". A serious health condition is defined as an illness, injury, impairment or physical or mental condition that involves a period of incapacity or treatment following in-patient care in a hospital, hospice or residential medical care facility; a period of incapacity requiring more than three days absence from work and continuing treatment by a health care provider; or continuing treatment by a health care provider for a chronic or long-term health condition that is so serious that, if not treated would likely result in incapacity of more than three days; or continuing treatment by or under the supervision of a health care provider of a chronic or long-term condition or disability that is incurable; or pre-natal care.

c. "Health Care Provider". A health care provider is any doctor of medicine or osteopathy, podiatrist, optometrist, nurse practitioner or nurse midwife performing within the scope of their practice as defined under state law. Christian Science practitioners and Chiropractors are health care providers to the extent defined under regulations issued by the U.S. Department of Labor.

3. Eligibility

a. Minimum Eligibility Requirements.

(1) An employee is eligible if he or she has been employed for at least 12 months (or 52 weeks) by the University, and has worked at least 1,250 hours during the 12-month period prior to the time leave would begin under this policy. Personnel Services will make the eligibility determination at the time of the leave request.

(2) Hours are calculated based upon actual hours that the employee worked, including overtime.

(3) Personnel Services will use its records of hours worked for all classified staff. In the case of administrative staff, it will be assumed that any employee employed full-time for seven and one-half months meets the 1,250-hours requirement. Administrative staff who have 12 months prior service, but less than seven and one-half months full-time continuous service at the time leave is requested, must include documentation of hours worked with their request.

b. Work Site Rules. The University will attempt to accommodate all FMLA leave requests, regardless of the number of employees at a particular work site. Employees must realize that they are not protected under FMLA if there are fewer than 50 employees within 75 miles of the University's work site. (Note: Given the number of employees at both the main campus and at the Firelands College campus, this rule does not presently apply to the University.)

c. Leave For Serious Health Conditions. Employees should recognize that this policy and FMLA are only intended to cover serious health conditions -- generally those which involve more than three days incapacity from work or school, or chronic long-term, incurable conditions. Employees who wish to take leave to care for family members with non-serious health conditions are not covered by this policy. Employees can use their sick leave, vacation or personal leave for non-serious health conditions, subject to the requirements of those policies, including scheduling and increments of leave. The granting of unpaid leave for non-serious health conditions is within the discretion of the immediate supervisor and the Executive Director of Personnel Services and is covered in the employee handbooks.
4. **Procedures For Requesting Leave.**

   a. **Requests For Leave.**

   (1) **Procedure.** All requests for family or medical leave will be initiated by the employee contacting the immediate supervisor. This will assist the supervisor in working out appropriate schedules. If for any reason the employee does not wish to inform the immediate supervisor of the reason for the leave, or if there are any questions about the supervisor's response, the employee may contact the Office of Personnel Services. In all cases, employees will be asked to complete a "Request For Family or Medical Leave" form, copies of which are included with this policy.

   (2) **Foreseeable Leaves.** If the need for family or medical leave is foreseeable, the employee must provide notice to the immediate supervisor of not less than 30 days. Leave will be denied unless there is a reasonable excuse for the delay. If leave is denied for lack of notice, the employee may designate leave to start after 30 days notice is given.

      Failure to report to work when FMLA leave has been denied will be treated as an unexcused absence under the University's attendance policy. Employees will not be paid for any missed days or permitted to substitute paid leave, and may be subject to disciplinary actions.

   (3) **Scheduling.** If the leave is for the planned medical treatment of the employee or a family member or requires intermittent or reduced schedule leave, employees may be required by their immediate supervisor to arrange a particular schedule or to reschedule appointments or treatments, subject to the consent of the health care provider.

   (4) **Unforeseeable Leaves.** If the need for family or medical leave is not foreseeable, notice must be given by the employee as soon as possible and practicable. Employees are expected to promptly notify their immediate supervisor or the Office of Personnel Services as soon as they learn of the need for leave. If the employee's immediate supervisor is unavailable, the next level of supervision may be contacted. In emergencies, the employee or a family member should contact the immediate supervisor and provide information by phone, fax, or by leaving a message and a phone number where they can be reached. Absence with good cause, medical emergencies, or written requests for leave should be submitted within three (3) work days after the oral request has been made. Except for medical emergencies, failure to call or notify a supervisor prior to a scheduled work day may be treated as an unexcused absence.

   (5) **Additional Information.** After receiving a request for leave, Personnel Services will provide additional information regarding the procedures for obtaining leave, including any additional documents that may be required.

   b. **Proof.**

   (1) **Medical Certification.** The University will require proof of necessity for family or medical leave by a health care provider on a form provided by Personnel Services, a copy of which is included with this policy. Certifications must be submitted within fifteen (15) days of the date requested by Personnel Services.

   (2) **Second Opinions.** The University has the option of requiring the employee to get a second opinion from an independent medical provider. The University will select and pay for the second opinion. If the two opinions conflict, the conflict may be resolved by a third opinion by a provider agreed to by the University and the employee which shall be considered final and binding. The University will pay for this opinion.

   c. **Transfer To Alternative Position.** In all cases of intermittent and reduced scheduled leave, including part-time work after birth or adoption, the University reserves the right to require the employee to transfer to another position that better accommodates the employee's need for leave and/or the University's operations. This decision is at the sole discretion of the University as employer.
The University also reserves the right to transfer an employee to another position whenever an employee's use of leave for one or more qualifying reasons is so frequent and intermittent that it is impossible to predict and schedule for coverage.

d. **Confidentiality** The University will keep confidential all information relating to requests for family or medical leave. This information will be used only to make decisions in regard to the provisions of this policy. Supervisors must submit all records to Personnel Services and should not retain any copies in their files. The University will follow the confidentiality rules of the Americans With Disabilities Act (ADA) for all FMLA-related information.

5. **Substitution Of Sick Leave, Personal Leave, Compensatory Time and Vacation Time**.

a. **Substitution Options**. Employees may elect to substitute accrued but unused sick leave, personal leave, compensatory time or vacation time under this policy, but are not required to do so. In the case of an employee's illness or serious health condition (including childbirth), the employee is required to exhaust sick and/or personal leave before using compensatory time or vacation leave. In determining whether leave has been accrued or earned, the University will apply the present provisions of the respective policies, including any restrictions.

b. **Unpaid Leave**. Unless an employee substitutes leave, the FMLA leave will be unpaid.

6. **Benefits**.

a. **Health Benefits**. During the leave the University will maintain the employee's coverage for health benefits as if existed prior to the start of the leave. If the employee is under the University's health plan he/she will be required to continue to pay their portion of the premium normally deducted from the individual's pay check and will pay such costs to the Benefits/Insurance Office.

   If the employee fails to make the required payments for health insurance within thirty (30) days of the date that such payments are due, health coverage may be discontinued; or at the sole discretion of the University it may be continued. If this is done, the University has the right to recover health premium amounts. The employee will be notified whether coverage will be continued or not. All amounts due the University because of unreimbursed health benefits provided during leave will be deducted from the employee's pay.

b. **Other Benefits**. Other benefits normally provided to University employees will continue in force as indicated in the employee handbook.

7. **Reinstatement**

a. **General**. An employee taking FMLA leave under this policy will be returned to the employee's same position or to an equivalent position, at the election of the University unless the employee would have been terminated in the absence of any leave (e.g., layoff, down-sizing or termination of a temporary job). The taking of FMLA leave will not result in any loss of benefits or conditions of employment accrued prior to the beginning of the leave period.

b. **Fitness-For-Duty Examinations**. The University will require a fitness-for-duty certification prior to reinstatement for all employees taking FMLA leave for a serious health condition or where there is any question regarding the employee's ability to safely perform the job.

   The University reserves the right to make additional medical inquiries and/or require follow-up examinations, at its expense to ensure that employees can safely perform the substantial functions of the job and will conduct these inquiries in accordance with the procedures contained in the American With Disabilities Act.

c. **Periodic Reporting**. Employees on FMLA leave are required to report weekly to their immediate supervisor on their status and intent to return. During the leave, the University also may require that an employee recertify the medical condition that caused the employee to take leave when the University obtains information that casts doubt on the continuing validity of the employee's original
certification, when the employee requests an extension of leave or when circumstances have changed.

d. COBRA. When an employee notifies the University that he or she is not returning from FMLA leave, the University will terminate the employee's health benefits at the end of the month following notification, and he or she will no longer have a right to restoration to the same equivalent position. The employee will be entitled to continuation of health benefits only in accordance with the Consolidated Omnibus Budget Reconciliation Act (COBRA). The Benefits Section within Personnel Services will notify employees of their option under this Act.

e. Repayment of Premiums. Employees who return to work will meet with Benefits Section personnel to work out an appropriate repayment schedule for any employee premiums or co-payments made by the University during the leave.

f. Failure To Return To Work. Employees who fail to return to work after the FMLA leave will be treated as having voluntarily terminated their employment. Any balances of pay due (vacation, compensatory time, etc.) will be paid on the next pay date after termination.


a. Administrator. Bowling Green State University is the sole administrator of this policy and, as such, is the exclusive interpreter of its terms. All provisions of this policy will be interpreted consistent with the Family and Medical Leave Act of 1993.

b. Changes. The University reserves the right to modify or amend this policy at any time.

c. No Employment Rights. This policy does not create any employment rights to any individual other than specifically stated in the policy.

d. Limitations. Except as otherwise stated this policy is not intended to create any rights greater than that conferred on employees by the Family and Medical Leave Act of 1993.

e. State Laws and University Policy. Where Ohio law and rules or University policies provide for more generous terms than that contained in the Family and Medical Leave Act of 1993, employees may avail themselves of these provisions instead.

f. Rights and Obligations. Employees and employers have various rights and obligations under the FMLA. For employees a summary of these rights is included as part of this policy. For further information employees and supervisors may contact the Office of Personnel Services.

Full-Time and Permanent Part-Time Classified Staff and Administrative Staff Handbooks Annual Review - 1994-95

No. 28-94 Mr. Medlin moved and Mr. Stroh seconded that approval be given to the proposed revisions of the Full-Time and Permanent Part-Time Classified Staff Handbook and the Administrative Staff Handbook for 1994-95. The motion was approved with no negative votes.

CHANGES TO THE ADMINISTRATIVE STAFF HANDBOOK

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<th>A new cover design and color</th>
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<td>Pages 4, 5, 6, 7</td>
<td>Update on benefits in brief sheets</td>
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<tr>
<td>Page 25</td>
<td>Addition of the Employee Assistance Program (EAP) Information</td>
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<td>Page 36</td>
<td>Family and Medical Leave Act (FMLA) Policy</td>
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Page 41: Additions to the Market Adjustment Section

Page 65: Change in wording of the Severe Weather Policy and Procedure

Pages 71 & 72: Changes in the Smoking Regulations previously approved by the Board of Trustees

Indexes: Changes in the page numbering.

1994-95 SUBSTANTIVE CHANGES TO THE CLASSIFIED STAFF HANDBOOK

Page 5: CLASSIFIED STAFF COUNCIL: The membership of the Classified Staff Council will be updated after the Spring 1994 elections and naming of officers.

Page 30: JOB BIDDING PROCEDURES: A new section on job bidding procedures has been added. It reflects current practices for employees and applicants who wish to be considered for positions posted in the MONITOR or on the Personnel Job Line.

Page 34: PROBATIONARY PERIOD: The information on probationary periods has been modified to reflect the use of pay grades under the new classified pay plan.

Page 42: SEVERE WEATHER POLICY AND PROCEDURE: This section has been modified to reflect that during an emergency condition the University will either be opened or closed to employees and students.

Page 43: SMOKING REGULATIONS: This section has been modified to state that there will be no smoking in any room, structure or vehicle owned or leased by the University. The extract of the Ohio Revised Code has been deleted.

Pages 49-52: CIVIL SERVICE WAGE SYSTEM POLICY: The new classified pay plan is now included in the handbook and reflects the new pay grades to be used, conversion from the former to the new system, existing pay actions, pay day and pay periods, and the pay schedule for Fiscal Year 1994-1995 has also been updated. It should be noted that the pay grade rates on Page 49 will be updated after the Board of Trustees approved increase for the next fiscal year is announced.

Page 55: The Classification Title and Pay Grade Table has been updated to reflect the new pay grades assigned to each classification presently in use.

Page 63: EMPLOYEE ASSISTANCE PROGRAM (EAP): Information on the approved Employee Assistance Program (EAP) is now included in the Handbook.

Page 63: FAMILY AND MEDICAL LEAVE ACT (FMLA) POLICY: Information on the availability of information, forms and processing has been added to the handbook. The policy is being considered separately and will be included in a packet of information readily available to employees interested in this leave. A U.S. Department of Labor information sheet on employee rights has also been included at the back of the handbook.

Pages 78-89: UNIVERSITY STAFF SERVICES: This section is being deleted from the handbook to assist in reducing its bulkiness and in reducing the cost of printing an entire new handbook for this year for employees. The information contained in this section is readily available elsewhere and is no longer needed as part of the handbook.
Proposed Naming of Classroom Building

No. 29-94

Mr. Medlin moved and Mr. Laskey seconded that the Classroom Building be named in honor of President Paul J. Olscamp for his dedication to strengthening the academic quality of Bowling Green State University and for his instrumental role in the planning and approval for this new facility, and in accordance with a recommendation made by the Honorary Degrees and Commemoratives Committee. The motion was approved with no negative votes.

Mr. Medlin concluded his report by stating that the Committee reviewed the status of state-funded capital improvements.

FINANCE COMMITTEE

Mr. Noe reported that the Finance Committee met on Thursday afternoon and reviewed three action items.

Proposed 1994-95 Miscellaneous Auxiliary Budgets

No. 30-94

Mr. Noe moved and Mr. Stroh seconded that approval be given to the Revised 1993-94 Miscellaneous Auxiliary Budgets and to the Proposed 1994-95 Miscellaneous Auxiliary Budgets, as listed; and that the President, or his designee be, and hereby is, authorized to effect interfund transfers as determined appropriate for the 1993-94 fiscal year and within the approved budget lines for the 1994-95 Miscellaneous Auxiliary Budgets.

SUMMARY OF 1994-95 RECOMMENDATIONS
FOR MISCELLANEOUS AUXILIARY BUDGETS REVENUE

<table>
<thead>
<tr>
<th>Service</th>
<th>1993-94 Approved Budget</th>
<th>1993-94 Revised Budget</th>
<th>1994-95 Proposed Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>CENTRAL STORES</td>
<td>$1,840,841</td>
<td>$1,686,413</td>
<td>$1,958,422</td>
</tr>
<tr>
<td>DUPLICATING SERVICES</td>
<td>$446,625</td>
<td>$521,217</td>
<td>$590,500</td>
</tr>
<tr>
<td>FARM LEASES</td>
<td>$31,623</td>
<td>$30,939</td>
<td>$22,823</td>
</tr>
<tr>
<td>GOLF COURSE</td>
<td>$473,970</td>
<td>$515,552</td>
<td>$507,982</td>
</tr>
<tr>
<td>ICE ARENA SUMMER PROGRAMS</td>
<td>$145,000</td>
<td>$153,450</td>
<td>$158,500</td>
</tr>
<tr>
<td>LITTLE SHOP</td>
<td>$151,700</td>
<td>$141,755</td>
<td>$148,800</td>
</tr>
<tr>
<td>PARKING SERVICES–FIRELANDS</td>
<td>$20,000</td>
<td>$20,000</td>
<td>$36,230</td>
</tr>
<tr>
<td>PARKING SERVICES–MAIN CAMPUS</td>
<td>$985,000</td>
<td>$985,000</td>
<td>$981,000</td>
</tr>
<tr>
<td>SHUTTLE SERVICE</td>
<td>$184,206</td>
<td>$190,128</td>
<td>$195,543</td>
</tr>
<tr>
<td>SUMMER SPORTS SCHOOL</td>
<td>$177,986</td>
<td>$169,004</td>
<td>$197,000</td>
</tr>
<tr>
<td>TELECOMMUNICATIONS SERVICES</td>
<td>$4,000,000</td>
<td>$3,973,400</td>
<td>$4,100,000</td>
</tr>
<tr>
<td>TRANSPORTATION SERVICES</td>
<td>$163,916</td>
<td>$163,916</td>
<td>$167,908</td>
</tr>
<tr>
<td>UNIVERSITY BOOKSTORE</td>
<td>$4,692,591</td>
<td>$4,708,922</td>
<td>$4,895,823</td>
</tr>
<tr>
<td>TOTALS</td>
<td>$13,313,458</td>
<td>$13,259,686</td>
<td>$13,960,531</td>
</tr>
</tbody>
</table>

The Board Secretary conducted a roll call vote with the following results: Voting "yes"—Mr. Bryan, Judge Connally, Mr. Laskey, Mr. Latta, Mr. Mahaney, Mr. Medlin, Ms. Newell, Mr. Noe, Mr. Stroh. The motion was approved with nine affirmative votes.
Proposed Easement to Columbia Gas

No. 31-94

Mr. Noe moved and Ms. Newell seconded that approval be given to the Proposed Easement to Columbia Gas of Ohio, Inc. for the purpose of installing gas service with service connections along the west side of Dunbridge Road in accordance with the following Resolution:

WHEREAS, the Columbia Gas of Ohio, Inc. has requested from the University permission to lay a gas pipeline together with service connections along the west side of Dunbridge Road on lands owned by Bowling Green State University in order to serve gas to the University's Research/Enterprise Park complex and surrounding customers; and

WHEREAS, the Board of Trustees considers it to be in the best interests of the University that an adequate gas service be available to this area for current and potential future utilization in the east campus area;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees authorizes the Treasurer of Bowling Green State University to grant to Columbia Gas of Ohio, Inc., a right-of-way across Bowling Green State University (State of Ohio) property as identified in Exhibit A. Said right-of-way shall be for the purpose of installing, operating and maintaining gas service to its customers and shall be subject to the provisions of Section 123.01, of the Ohio Revised Code; and

BE IT FURTHER RESOLVED, that a certified copy of this resolution be transmitted to the Auditor of State for drafting of the above grant, executed in the name of the State, signed by the Governor, counter-signed by the Secretary of State, and sealed with the Great Seal of the State as provided in Section 5301.13 of the Ohio Revised Code.

The Board Secretary conducted a roll call vote with the following results: Voting "yes"—Mr. Bryan, Judge Connally, Mr. Laskey, Mr. Latta, Mr. Mahaney, Mr. Medlin, Ms. Newell, Mr. Noe, Mr. Stroh. The motion was approved with nine affirmative votes.

Proposed Improvement Projects

No. 32-94

Mr. Noe moved and Mr. Bryan seconded that approval be given to the allocation of funds for the following improvement projects totaling $75,000.

<table>
<thead>
<tr>
<th>Residence Halls</th>
</tr>
</thead>
<tbody>
<tr>
<td>KOHL</td>
</tr>
<tr>
<td>1) Replace Stairway</td>
</tr>
<tr>
<td>HARSHMAN</td>
</tr>
<tr>
<td>1) Painting Project (total project cost $205,000)</td>
</tr>
<tr>
<td>TOTAL</td>
</tr>
</tbody>
</table>

The Board Secretary conducted a roll call vote with the following results: Voting "yes"—Mr. Bryan, Judge Connally, Mr. Laskey, Mr. Latta, Mr. Mahaney, Mr. Medlin, Ms. Newell, Mr. Noe, Mr. Stroh. The motion was approved with nine affirmative votes.
OTHER ITEMS

Proposed Appointments to Firelands College Advisory Board

No. 33-94  Mr. Noe moved and Mr. Stroh seconded that the Board of Trustees confirm the appointments of Thomas Gerrity, nominated to fill the expired term of Gary Bauer, and Jeannine Studer, nominated to fill the unexpired term of Daniel Schloemer, for membership to the Firelands College Advisory Board in accordance with action taken at the January 27, 1994, meeting of the Firelands Board. The motion was approved with no negative votes.

Sponsored Grants and Contracts Awarded: January and February 1994

No. 34-94  Mr. Noe moved and Ms. Newell seconded that grants and/or contracts in the amount of $1,340,963.31, for the months of January and February 1994, be accepted and expenditures applicable thereto in that amount be authorized. The motion was approved with no negative votes.

<table>
<thead>
<tr>
<th></th>
<th>Total for Period</th>
<th>Fiscal Year to Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>January</td>
<td>$1,037,828.00</td>
<td>$12,145,308.97</td>
</tr>
<tr>
<td>February</td>
<td>303,135.31</td>
<td>12,448,444.28</td>
</tr>
</tbody>
</table>

GRANTS AND CONTRACTS AWARDED
for the Month Ending January 31, 1994

I.  RESEARCH

A.  Federally Sponsored

<p>| | | |</p>
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<tr>
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<tbody>
<tr>
<td>Chemistry</td>
<td>D. Neckers</td>
<td>Nat'l Science Foundation</td>
</tr>
<tr>
<td></td>
<td>D. Neckers</td>
<td>Office of Naval Research</td>
</tr>
<tr>
<td>Psychology</td>
<td>P. Badia</td>
<td>Defense Supply Service</td>
</tr>
</tbody>
</table>

Total Federally Sponsored Research $303,903.00

B.  Privately Sponsored

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<thead>
<tr>
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<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Biological Sciences</td>
<td>R. Lowe</td>
<td>Nature Conservancy</td>
</tr>
<tr>
<td>HPER</td>
<td>C. Moss</td>
<td>Nat'l Athletic Trainers Assn.</td>
</tr>
</tbody>
</table>

Total Privately Sponsored Research $2,500.00

II.  INSTITUTES/WORKSHOPS

(no activity)

III.  PUBLIC SERVICE GRANTS AND CONTRACTS

<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
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</tr>
</thead>
<tbody>
<tr>
<td>WBGU-TV</td>
<td>C. Sexton</td>
<td>BGSU Foundation</td>
</tr>
</tbody>
</table>

IV.  PROGRAM DEVELOPMENT AND INNOVATION

<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>HESA</td>
<td>D. Gehring</td>
<td>Medical College of Ohio</td>
</tr>
<tr>
<td></td>
<td>D. Gehring</td>
<td>Medical College of Ohio</td>
</tr>
</tbody>
</table>

Total Program Development and Innovation $18,618.00

V.  EQUIPMENT GRANTS

(no activity)

TOTAL SPECIAL CONTRACTS AND GRANTS $328,021.00
VI. FINANCIAL AID
FASE
C. McRoberts $51,976.00
C. McRoberts 657,831.00
Total Financial Aid $709,807.00
TOTAL ALL GRANTS AND CONTRACTS $1,037,828.00

GRANTS AND CONTRACTS AWARDED
for the Month Ending February 28, 1994

I. RESEARCH
A. Federally Sponsored
Physics Y. Ding Air Force Office of Scientific Research $10,040.00
B. Privately Sponsored
Chemistry K. Specht American Red Cross Blood Services $713.31

II. INSTITUTES/WORKSHOPS
EDFI F. Pigge M.H. Jennings Foundation $14,000.00

III. PUBLIC SERVICE GRANTS AND CONTRACTS
WBGU-TV W. Leutz Ohio Ed. Brdcest. Ntwk. Comm. $80,382.00
C. Sexton BGSU Foundation 3,000.00
Total Public Service $83,382.00

IV. PROGRAM DEVELOPMENT AND INNOVATION
Technology B. Piersol Medical College of Ohio $20,000.00
B. Piersol Ford Motor Company 25,000.00
B. Piersol Medical College of Ohio 30,000.00
J. Sinn Edison Ind. Systems Center 120,000.00
Total Program Development and Innovation $195,000.00

V. EQUIPMENT GRANTS
(no activity)
TOTAL SPECIAL CONTRACTS AND GRANTS $303,135.31

VI. STUDENT AID GRANTS
(no activity)
TOTAL ALL GRANTS AND CONTRACTS $303,135.31

REPORT
R. Darby Williams, Dean, Firelands College

Dr. Williams began his report with a biographical sketch of himself. He explained that he accepted the Firelands deanship, because he saw the Firelands campus as drawing on three rich conditions. It is connected to a major public university; it has small classes and highly-qualified faculty, many with doctoral degrees; and it is well positioned to serve the immediate needs of the surrounding community. Dean Williams' personal goals are to strengthen the college's programs, to preserve the vitality and the identity of the college, to improve relationships with the main campus, and to set up some partnerships with both the main campus and other institutions to better meet the needs of the community at a time when higher education support in Ohio is dwindling.
Dr. Williams summarized some of the events on the Firelands campus that have occurred for the first time this year and invited the Board to the May 15 dedication of the Visitor's Center. He also thanked the Board for its continued tradition of holding one of its meetings on the Firelands campus, since this is not customary at other Ohio regional and branch campuses.

Dr. Williams described the progress that is being made to better connect Firelands with the Main Campus through electronics. When he first arrived at the campus, Firelands students could not access BG Link, Ohio Link, or the collection on the main campus by computer; now that is possible. About 50 Firelands faculty and staff have e-mail access to send electronic messages back and forth between the two campuses. Integration of the Firelands telephone system with the Main Campus is currently being investigated. Firelands is also exploring interactive distance learning and the possibility of being connected to Olscamp Hall. This would enable Firelands students to take classes taught simultaneously on the Main Campus or Main Campus students to take courses taught on the Firelands Campus.

A continuing concern of Firelands is the reinitiation of efforts by the Ohio Board of Regents to fold regional branch campuses into a comprehensive two-year college system. Firelands is currently completing a comprehensive self-study for the Ohio Board of Regents to demonstrate that it is doing an excellent job of meeting the nine service expectations established by the Regents. Firelands, however, does not agree with the Ohio Board of Regents' belief that regional campus tuition and fees should be the same as those of community colleges, because Firelands has many functions that are beyond the scope of a community college. A grassroots campaign was held on this issue, and has drawn the attention of many legislators. There is now speculation that the Ohio Board of Regents may revise its statement or interpretation of the legislative language.

REPORTS - CONSTITUENT REPRESENTATIVES

Faculty Representative - Benjamin Muego

Dr. Muego expressed regret on behalf of the Senate officers that the gender equity resolution that Faculty Senate adopted in February is not on today's agenda. The Faculty Senate, however, fully appreciates and understands some of the concerns expressed by the Board of Trustees, and hopes that after the central administration has had an opportunity to respond to the Board's specific queries, the Board will place the gender equity issue on its agenda, hopefully in May.

Dr. Muego announced that the Faculty Senate is hoping to send to the Board of Trustees, possibly in May, a proposed Charter amendment on academic reconfiguration. A Senate on-call meeting has been scheduled on April 19 to consider the proposed amendment, which is the result of a collaborative effort among the department chairs, the Vice President for Academic Affairs, and the Senate officers.

Finally, the Faculty Senate hopes to complete work on the issue of salary increases for faculty by its next meeting. The draft resolution that Dr. Muego has received from Dr. Lunde, Faculty Welfare Committee chair, recommends salary increases which are fiscally responsible, modest, and doable.

Undergraduate Student Representative - Jason Jackson and Chad Luckner

Mr. Jackson introduced Jennifer Mathe, newly elected President of Undergraduate Student Government for 1994-95. Mr. Jackson then called upon outgoing Vice President Chad Luckner to give remarks on behalf of the Undergraduate Student Government.

Mr. Luckner congratulated President Olscamp on the naming of the new classroom building in his honor. He, then, reviewed recent USG legislation. A senate bill, sponsored by the Residential Student Association, was passed asking for a number of improvements to be made in the residential halls. Another bill which was passed requests a three-year agreement between the Board of Trustees and Student Legal Services, Inc., rather than an annual one. The Undergraduate Student Government also passed a bill supporting all actions to increase gender equity at the University.
USG has moved to increase relations between the Main Campus and Firelands by rearranging composition of the USG Senate to add a Firelands district seat. Students are being invited to participate in a Lobby Day in which interested students will be provided transportation to Columbus to discuss higher education issues with legislators.

Graduate Student Representative - Anupam Trivedi

Mr. Trivedi reported that David Vaillancourt, an Education doctoral student, is the newly elected president for 1994-95. Mr. Trivedi reviewed some of the issues being addressed by Graduate Student Senate. It is trying to have the Health Center hours extended into the evening at least once a week to enable part-time students to use the facility. GSS is also investigating, with the assistance of the Graduate College and the Vice President for Academic Affairs, possible incidents of student retaliation by faculty members who have identified students through their handwriting on evaluations. In addition, GSS is urging the university to look into incorporating into the academic calendar a study break prior to finals week. This procedure is used at many other universities, including most Ivy League colleges.

EXECUTIVE SESSION

Chair Mahaney reported that, as publicly announced, the Board of Trustees met yesterday and immediately voted to move into an executive session to consider two employment matters concerning public employees. The Board met on those two topics for a total of six and one-half hours, and no formal action was taken during that time.

No. 35-94 Ms. Newell moved that an ad hoc committee of the Board of Trustees consisting of Judge Connally, chair; Mr. Noe, vice chair; Mr. Laskey and Mr. Bryan be appointed and charged with thoroughly investigating the hiring of a consultant to assist the Board in managing the process of searching for the next president of Bowling Green State University, and with recommending to the Board of Trustees at its May 1994 regular meeting the hiring of a specific consultant. The motion passed with no negative votes.

ADJOURNMENT

The meeting was adjourned at 10:55 a.m.